

PRINCIPAL ARCHITECT

Purpose:

To actively support and uphold the City's stated mission and values; to plan, direct and supervise the activities and operations of the architectural staff which constitute the Community Design Group within the Community Development Department. The Principal Architect coordinates the projects to achieve high standards of design quality, functionality and efficiency; ensure compliance with Federal, State and local regulations; provides highly responsible and complex information and support to the Community Development Manager and the Department's internal and external customers.

Distinguishing Characteristics:

This is the advanced, supervisory level classification within the professional architectural series, requiring registration. The incumbent in this classification is distinguished from lower levels within the series by the complexity of assignments received, the expected interdependence of operation and supervisory responsibilities. Performance of complex duties requiring informed judgment and initiative in developing solutions to problems, interpreting and developing general and specific policies and assigning work is routine. The incumbent at this level will possess the ability to manage multiple projects and staff while providing support to the Community Development Manager and other departments in the visualization and development of architectural solutions to spatial and functional needs, as well as related principles and guidelines.

Supervision Received and Exercised:

Receives general direction from the Community Development Manager.

Exercises direct supervision over professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

Direct, oversee and participate in the development of the group work plan;
 assign work activities, projects and programs; monitor work flow.

CITY OF TEMPE

Principal Architect (continued)

- Develop and implement goals and objectives, policies and procedures; review and evaluate work products, methods and procedures; participate in the resolution of departmental and planning problems.
- Analyze, develop and present recommendations on complex planning, zoning and development proposals.
- Research, conceive, draft and present findings, concepts and designs for sites, structures and other objects.
- Coordinate design charrettes involving internal and external entities; coordinate
 internal City space planning activities; provide design and technical expertise to
 the Community Development Manager, and other Department Managers and
 Deputies, applicable boards and commissions, the City Manager and City
 Council; coordinate with the Public Works Department in the design,
 development, construction and maintenance of municipal buildings, per the
 Quality Initiative for Buildings (QIB); and, for historic structures and sites with the
 Historic Preservation Officer.
- Select and coordinate the work of consultants, contractors and vendors as necessary.
- Prepare, seal and submit contract documents for review and permitting; as required by local and state agencies.
- Select, train, motivate and evaluate personnel and provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Develop and maintain design and technical reference files and materials.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Prepare special reports and/or supervise the performance of professional staff or outside consultants in the preparation and review of specialized architectural or planning documents, including redevelopment proposals and other studies.
- Participate in a variety of board, commission and citizen meetings to provide information and gather input related to architectural and urban design and related planning and technology; attend and participate in professional groups

CITY OF TEMPE

Principal Architect (continued)

and activities; liaison with ASU College of Architecture and Environmental Design; serve on the ASU Campus Design Review Committee and the DTC

Design & Planning Committee.

• Confer with engineers, developers, architects and a variety of agencies and the general public in acquiring information and coordinating design matters; provide

general information regarding City development requirements.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience in professional architecture, planning and urban design, including two years of administrative and supervisory

responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with

major course work in architecture or a related field; a Master's degree is desirable.

Licenses/Certifications:

Registration as an Architect in the State of Arizona required; and National Council of Architectural Registration Boards certification and American Institute

of Certified Planners certification is desirable.

Examples of Physical and/or Mental Activities:

Pending

Competencies:

Pending

Job Code: 429

Status: Exempt / Classified